

Nominee Information Form

Nominee Information (check one) ____ **Youth** or ____ **Adult**

I wish to nominate:

Name: _____

Address*: _____

City: _____ State: _____ Zip: _____

Work Telephone: _____ Fax: _____

Home/Cell Number: _____ E-mail Address: _____

**Note: Nominee must be a District resident.*

Nominator Information

My Information:

Name: _____ Title: _____

Organization: _____ Address: _____

City: _____ State: _____ Zip: _____

Work Telephone: _____ Fax: _____

Home/Cell Number: _____ E-mail Address: _____

Signature of Nominator: _____

The Nominator will be used as a reference.

Nomination Statement

Please print below or attach a 500 word maximum statement describing the service projects, outstanding characteristics, and volunteer achievements of the nominee and submit it with the completed application. The Mayor's Community Service Award is given monthly to one adult and one youth who have demonstrated a commitment to service in the District of Columbia.

[illegible]

Second Reference Information

The Nominator will be contacted as the first reference for the nominee. Please also provide a second reference. The reference should not be a relative of the nominee, and should be familiar with the volunteer work stated in the nomination statement.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Telephone: _____ Fax: _____

Home/Cell Number: _____

E-mail Address: _____

**Mayor's Community Service Award
Tip Sheet for Nominators**

Applications Tips

In order to be considered,

- the application must have all sections completed;
- the nomination statement should be clear and concise, providing examples of how the volunteer has positively affected the community through service; and
- all forms must be printed clearly or typed.

Checklist

Please be sure that in your nomination packet you:

- ☐ checked the type of nominee (for example, youth or adult);
- ☐ signed the Nominee Information Form;
- ☐ wrote a detailed nomination statement; and
- ☐ provided a second reference

Applications must be sent to:

Mayor's Community Service Awards
DC Commission on National and Community Service
Executive Office of the Mayor
One Judiciary Square
441 4th Street, NW, Suite 1040S
Washington, D.C. 20001
Fax: (202) 727-9198

For questions regarding application procedures, please contact:

Kimberly Flowers
Manager of Outreach and Communications
DC Commission on National and Community Service
Executive Office of the Mayor
Kimberly.Flowers@dc.gov
Tel: (202) 727-9461